

LANDSCAPE PLANNER I

DEFINITION

To assist in the coordination of various landscape developments, landscape enhancement, and landscape preservation projects of a routine nature; may assist in overseeing contractor/consultant work for compliance; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Landscape Planner series. This class is distinguished from the journey by the performance of the more routine tasks and duties assigned to positions within the series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used a training class, employees may have only limited or not directly related work experience. Employees work under immediate supervision while learning tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Participate in the coordination of various landscape developments, landscape enhancement, and landscape preservation projects of a routine nature; oversee contractor/consultant work for compliance that include technical landscape architectural planning and park development work.

Assist in plan review and plan checking of parks, open space and streetscape landscape improvements plans to verify conformance with the City of Chula Vista Landscape Manual, Subdivision Manual, and applicable City department's landscape standards and requirements.

Assist in the inspection of various landscape improvement projects under construction; review cost estimates for landscape projects and related site improvements.

Conduct research; compiles data on specific problems and/or projects including compiling field data that pertains to landscape improvement plans, land use and community development projects.

Create landscape improvement designs and plans; provide technical advice to the public regarding landscape development projects.

Update and write reports; attends department and community meetings; makes presentations as needed to various size audiences.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of landscape architecture including landscape design, landscape construction, landscape irrigation, landscape planting and landscape maintenance.

Methods of analysis and computations required in landscape design.

Trends and statistics related to landscape architectural, civil engineering and architectural drawings, presentation and design.

Water management practices and procedures.

Native drought tolerant and appropriate plant material to the region.

Laws and codes pertaining to landscape design and development.

Basic math required for determining industry standard formulas.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Learn to collect, analyze and interpret data pertaining to civil engineering, architectural and landscape architectural drawings, environmental impact reports, specific planning area reports, conditions of approval, and subdivision maps.

Learn to identify and interpret city ordinances, zoning, rules, regulations, policies and administrative guidelines.

Learn to conduct field research/investigation of land use and landscape architectural design/planning projects.

Manage a large volume of work and work on several diverse projects at the same time.

Evaluate and report on data; prepare clear and concise oral and written correspondence and reports.

Prepare landscape improvement concept plan design and sketches.

Learn to prepare all aspects of landscape improvement construction documents.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of landscape development experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture design.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; travel to various city locations to inspect landscape improvement projects; reach, bend, stand, stoop, twist and walk over uneven and sloping terrain when performing field inspections; and extend arms above the shoulders to reach and/or grasp plans and documents from shelves; see in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is primarily performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level, although some work is performed in the field, including site surveys for various projects. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

6/05